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27 February 1956


MEMORANDUM FOR: Chief, Supply Division

THROUGH: Building Supply Officer
1065 "J" Building

SUBJECT: Justification for Electric Typewriters

1. It is requested that steps be taken to procure two electric typewriters, either Remington-Rand or IBM, for use in connection with a special project under the direction of Mr. Richard M. Bissell, Jr., SA/PC/DCI. These machines will be used by the Security Staff of the Project.

2. In normal use, these machines will be running more than four hours daily and will be used largely for multiple copy production, i.e., the cutting of fanfold travel orders, personnel actions, financial statements, cables, etc. These tasks plus the typing of many memoranda would appear to be justification for acquisition.


Director of Materiel

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